

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. Department Address</b>	<b>ARCHIVES AND HISTORY</b>	
Application Date 2/5/79		Department of Human Resources Office of Accounting Services 47 Trinity Avenue Atlanta, Georgia 30334	Application Number <b>79-42 - 79-44</b>	
Application Number DHR 6-8			Date Received FEB 16 1979	
Date Completed				
<b>2. Person to Contact</b> Sara Patrick/Ted Burgess			<b>Working Title</b> Supervisor	<b>Telephone Number</b> 656-4955
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
<b>4. Dates of Series</b> Earliest _____ Latest _____		<b>5. Records Series Title (followed by title used in office, if different)</b> See Attached Listing		
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? Office of Accounting Services  Budget Liaison and Cash Flow has the responsibility for cash control; works with Federal granting authorities; assures that proper budget data has been entered in the accounting records; and periodically reviews appropriation runs to locate coding errors.  External Reports and Balancing has the responsibility for all external reports, for balancing and maintaining computer records, and for doing the major portion of the reimbursement computations.  (See attached sheet)				
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: See attached listing  Included are:          File is arranged:				
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?				
<b>9. Annual Rate of Accumulation or Records</b> Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2-8-79	W. J. McDonald DHR-Rmo	2-7-79

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)		Date
	State Auditor/Designee	<i>[Signature]</i>	4-3-79
	Secretary of State/Designee	<i>[Signature]</i>	4-2-79
	Attorney General/Designee	<i>[Signature]</i>	4-4-79

# STATE RECORDS COMMITTEE

## Approval Signature Sheet

### Records Retention Schedule

Application #921014-01

Sheet 5 of 5

Schedule Number: 79-0042-A

Effective Date: 08/23/94

Supersedes Schedule Number: 79-0042

Effective Date: 04/04/79

Creating Agency: Department of Human Resources  
Office of Financial Services  
Funds Management Services/Bank Reconciliation Unit

Series Title: Cancelled Check Files

Dates Covered: 1990 - [ongoing]

Access: Open.

#### Disposition

#### Instructions: Paper Copy:

Authorize bank(s) to hold ninety days until microfilm is verified  
by the Department of Human Resources.  
Destroy.

#### Microfilm:

Bank(s) will make two microfilm copies for DHR, after microfilm  
verification by the department.

Cut off microfilm file at calendar year quarter.

a) Transfer one microfilm copy to State Records Center and  
hold five (5) years.

Destroy.

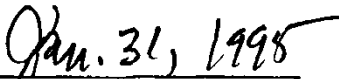
b) Maintain one copy in current files area until all audit and  
program questions are answered.

Destroy when no longer needed for reference.

The State Records Committee has authorized the approval of these disposition  
instructions for the records series described in the attached records retention schedule  
application.



Edward Weldon  
Secretary of State Designee

  
Date

79-42

Cancelled Check Files

Documents relating issuing checks for payment of services rendered.

Included are cancelled checks.

Files are arranged numerically by check number.

Cut-off file at the end of the fiscal year, hold in office 1 year, then transfer to the State Records Center, hold 4 years, then destroy.

Superseded 8/23/94

79-43

Contract Management Transactions Files

Documents relating to the payment, advancements, collections and audit adjustments on DHR contracts.

Included are provider contractual information, budget and personnel proposals, receipts and expenditures, equipment listing and similar and related information.

Files are arranged alphabetically by contractor name.

Upon expiration and fulfillment of contractual obligations, place in inactive file, cut-off file at the end of the fiscal year, hold one year in office then transfer to State Records Center for four years; then destroy.

Cancelled 3/26/96

79-44

Audit Adjustment Reports

Documents relating financial adjustments made to audits performed by DHR.

Included but not limited to are correspondence and memorandums detailing audit findings, expense corrections and similar and related information.

Files are arranged numerically by audit report number.

Cut-off file at the end of the fiscal year, hold in office 6 months, then transfer to State Records Center, hold 4 1/2 years, then destroy.

#6. Office of Accounting Services (continued)

Specialized Functions has the responsibility for (a) budget control (terminal entry for operating expense items and work with budget officers when expenditures exceed budget); (b) cashier's office deposits all funds, codes / verifies receipts and receipt runs for accounting records, and maintains Credit Union records; (c) grant-in-aid makes payments and reimbursements to local Health and DFCS county departments; (d) reporting appropriate matters to the Merit System and Retirement System; and (e) performing all work required in operating the Department's petty cash account.

Accounts Payable has the responsibility for processing runs for updating accruals and for making payments for supplies, materials, equipment contracts, utilities, etc.

Benefits Payments has the responsibility for processing payments for benefits and services such as Vocational Rehabilitation, Public Assistance Payments, Perinatal Program, Crippled Children, Cancer Control, Sterilization, Foster Homes, Cuban Refugee, etc.

The Cost Allocation Plan is a project to define fiscal policies, procedures, and practices of the Georgia Department of Human Resources in the administration of the several programs under its direction, and supplements the various program plans submitted to the Federal agencies.

SCHEDULE # 81-647 ENCUMBRANCE JOURNAL FILE. [AUDIT TRAIL] A record for the consecutive entry of commitments incurred in the form of requisitions, requests for authority of travel, contracts and other minor items. Exists in various forms but is essentially a chronological record of commitments incurred. DISPOSITION: \*. Supercedes Schedules # 329, # 353 and # 354, approved 12/1/72. Superceded: 02/08/82.

SCHEDULE # 81-648 VOUCHER REGISTER FILE. [AUDIT TRAIL] Essentially a chronological record containing lists of individual transactions. DISPOSITION: \*. Supercedes Schedule # 330, approved 12/1/72. Superceded: 02/08/82.

SCHEDULE # 81-649 CHECK REGISTER FILE. [AUDIT TRAIL] A multicolumnar record with chronologically arranged entries of checks. DISPOSITION: \*. Supercedes Schedule # 332, approved 12/1/72. Superceded: 02/08/82.

SCHEDULE # 81-650 EXPENDITURE VOUCHER FILE. [AUDIT TRAIL] This series documents individual financial transactions and may include but is not limited to validated purchase order; invoice from vendor; receiving reports; proof of payment or voucher copy of check; voucher; contracts; requisitions; payment schedules or vendor payment date records; confirmation of purchase; statement of travel and subsistence costs; paid receipts; voided vouchers; amendments to purchase order; related memoranda and correspondence. DISPOSITION: \*. Supercedes Schedule #339, approved 12/1/72. Superceded: 02/08/82.

SCHEDULE # 81-651 PAYMENT SCHEDULE FILE. [AUDIT TRAIL] Includes documents relating to deferred payment for goods, equipment or services procured. DISPOSITION: Upon final payment transfer to inactive file, cut off inactive file end of each fiscal year, hold in inactive file area 1 year, then transfer to State Records Center, hold 2 years then destroy. Supercedes Schedule # 340, approved 12/1/72. Superceded: 02/08/82.

SCHEDULE # 81-652 CANCELLED CHECK FILE. [AUDIT TRAIL] Consists of instruments drawn upon a bank ordering the payment of the stated sums from amounts previously deposited upon which satisfaction has been had and so indicated on the instrument as having been paid to the payee. DISPOSITION: Cut off file at end of each fiscal year, hold in current files area 1 year or until State (and/or independent) audit is completed, whichever is later; then transfer to State Records Center (or local holding area), hold 3 years; then destroy. Supercedes Schedule #341, approved 12/1/72. Superceded: 02/08/82.

SCHEDULE # 81-653 CHECK COPY FILE. Consists of carbon or photo-copy of checks issued and maintained solely as a quick reference source. Filing arrangement varies from agency to agency. DISPOSITION: Destroy when no longer needed for reference. Supercedes Schedule #342, approved 12/1/72. Superceded: 02/08/82.

SCHEDULE # 81-654 TRAVEL REPORT FILE. Monthly reports to the State Department of Audits detailing disbursements for travel reimbursements. DISPOSITION: Cut off file at end of each fiscal year, hold in current files area 1 year or until State audit is completed, whichever is later; then transfer to State Records Center (or local holding area), hold 1 year; then destroy. Supercedes Schedule #347, approved 12/1/72. Superceded: 02/08/82.

\*Cut off file at end of each fiscal year, hold in current files area 1 year or until State and/or independent audit is completed, whichever is later; then transfer to State Records Center (or local holding area), hold 2 years; then destroy.